



FACILITIES MAINTENANCE SUPERVISOR

The Embassy of the United States of America in Wellington invites applications for a full time Facilities Maintenance Supervisor in the Facilities Section.

The Facilities Supervisor supervises three facility staff and is responsible for the preventive maintenance program and minor construction projects on U.S. government-owned and leased buildings, grounds and associated equipment, in Wellington and Auckland.

To be successful in the role you will have a minimum of 5 years experience in building/facility maintenance, including overseeing projects with a contract value from NZ\$1,000 to NZ\$150,000. You must also have 2-3 years of supervisory experience. The ideal candidate will have a sound knowledge of preventive and reactive maintenance of commercial and residential buildings and a good understanding of New Zealand building trades, construction, fire and safety codes and standards. A critical skill set is the ability to set priorities, plan, arrange, execute and take full initiative for maintenance programs and work under tight deadlines and constantly changing priorities.

You must possess the ability to consistently meet or exceed customer expectations and display initiative to resolve problems and develop unique solutions to issues. Successful candidates must be able to effectively supervise a multi-trade work force and have the skill set to independently perform the work when necessary. Occasional emergency after-hours call will be required and the ability to travel outside of the Wellington region from time to time may be necessary. You must be proficient in Microsoft suite of applications (including Word, Excel and Outlook) and hold a valid New Zealand driver's license.

You must be either a New Zealand citizen or hold permanent New Zealand residency to be eligible to apply for this position. All employees of the US Government are required to complete full medical and security background checks.

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html .

If you meet all the eligibility criteria for this role, please complete and submit your application form, covering letter and CV by email to Wellington.HR@state.gov .

Please address correspondence to: HR Specialist, Embassy of the U.S.A.,
P.O. Box 1190, Wellington 6140.

The starting salary for this position is NZ\$66,631 gross per annum.

Applications close at 4pm on Wednesday June 6, 2012.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*